Revisions to Bylaws from Meeting 3 26 2019

A meeting with Fire Chief, Admin Asst, Town Chair and Clerk was held on March 26, 2019. At that meeting the following changes were proposed for Fire Department membership approval as per existing bylaws. Reference lines reflect new changes and may be different from older copies.

157 added: inspections

209 added: internal direction

277 added: to assist Fire Chief

292 added: on probation; deleted: less than 18 years of age

317 deleted: Student

325 replaced: duties with trainings and meetings

342 added: Full time before members

372 deleted: for personal benefit

ARTICLE X - DISCIPLINE

Add G. If an employee is not satisfied with finding of a grievance, he/she may appeal as authorized by Wis. Stats. 66.0509(1m) addressed in Town of Washington Resolution No. 2011-10.

Respectfully submitted

Robert Carr Admin Asst to Chief

1		
2		
3	WASHIN	IGTON ISLAND VOLUNTEER
4	FIRE	DEPARTMENT BY-LAWS
5		
6	TERMS AS USED	O IN THESE BY-LAWS
7	DEPARTMENT IS	S WASHINGTON ISLAND VOLUNTEER FIRE
8	DEPARTMENT	
9	BOARD MEANS	BOARD OF DIRECTORS
10	CHIEF MEANS F	
11		Y ACTIVE FIREFIGHTER OR EMR IN GOOD
12	STANDING	
13	TOWN MEANS T	OWN OF WASHINGTON
14		
15		
16	TABI	LE OF CONTENTS
17		
18	ADTICLE 1	TITLE OF ODC ANIZATION
19	ARTICLE 1 ARTICLE 11	TITLE OF ORGANIZATION DUTIES AND POLICIES OF DEPARTMENT
20 21	ARTICLE 11 ARTICLE 111	ADMINISTRATIVE & OPERATIONAL OFFICERS
22	ARTICLE 111 ARTICLE 1V	DUTIES, QUALIFICATIONS, SELECTION OF
23	ARTICLETV	OFFICERS
23 24	ARTICLE V	BOARD OF DIRECTORS DUTIES AND
2 5	ARTICLL V	RESPONSIBILITEIS
26	ARTICLE V1	SELECTION AND DUTIES OF STANDING
27	THETTOELL VI	COMMITTIES
28	ARTICLE V11	MEMBERSHIP
29	ARTICLE VIII	DUTIES OF MEMBERSHIP
30	ARTICLE IX	RIGHTS OF MEMBERS
31	ARTICLE X	DISCIPLINE
32	ARTICLE XI	MEETINGS
33	ARTICLE XII	RECORDS
34	ARTICLE XIII	AMENDMENTS AND CHANGES
35	ARTICLE XIV	EMERGENCY MEDICAL RESPONDERS
36	ARTICLE XV	ADOPTION
37		
38		
39		
40		

41	
42 43	ARTICLE 1 TITLE OF ORGANIZATION
44	TITLE OF ONGANIZATION
45	This organization shall be known as the Washington Island
46	Volunteer Fire Department.
47	
48	ARTICLE II
49	DUTIES AND POLICIES OF THE DEPARTMENT
50	
51	Section 1. The purpose of the Department shall be the protection
52	of life and property from the hazards of fire and emergencies of
53	any nature that may occur within the islands of the Town of
54	Washington or other locations which are included by Town
55	Ordinance and/or Mutual aid agreement.
56	
57	Section 2. The policy of the Department shall be non-political,
58	non-sectarian and non-partisan. Neither commercial enterprise nor
59	any candidate for public office shall be endorsed by it. Neither the
60	name of the Department nor the names of its members in their
61	official capacities shall be used in connection with any commercial
62	concern, any partisan interest or any other matter excepting the
63	regular work of the Department.
64	
65	
66	
67	
68	

69	ARTICLE III
70	ADMINISTRATIVE & OPERATIONAL OFFICERS
71	
72	Section I The Department shall include the following
73	Administrative Officers: a President, a First Vice President, a
74	Second Vice President (chief), the Chief may at his/her discretion
75	appoint an administrative assistant to aid in required paperwork
76	and to assist the Chief in other duties which may be designated as
77	appropriate by the Chief, a Secretary, a Fire Treasurer, an EMR
78	treasurer and one Director at large from fire, one Director at large
79	from EMR. These Administrative Officers, together with the two
80	Directors, shall comprise the Board of Directors.
81	
82	Section II The Department shall include the following Operational
83	officers. A Chief of the department; two Assistant Chiefs; two
84	Safety Officers; one Captain, one Lieutenant and one Engineer
85	for each company that may be organized within the Department.
86	The EMR company shall include a Captain and a Lieutenant.
87	
88	
89	
90	
91	
92	
93	
94	
95	

96	
97	ARTICLE IV
98	DUTIES, QUALIFICATIONS AND SELECTION OF
99	OFFICERS
100	
101	SECTION 1 Administrative Officers
102	A. The following Administrative Officers shall be
103	elected at the regular June meeting during even numbered years:
104	• President.
105	• Second Vice President – This office automatically filled by
106	Chief.
107	• Secretary.
108	• EMR Treasurer
109	 One Director at large from Fire Service.
110	B. The following Administrative officers shall be elected
111	at the regular June meeting during odd numbered years:
112	• First Vice President.
113	• Fire Treasurer.
114	• One Director at large from EMR.
115	C. Administrative officers, with the exception of the
116	Second Vice President (Chief) and the administrative assistant,
117	shall be limited to two consecutive two year terms. If for any
118	reason the June meeting and election is interrupted by emergency,
119	omitted by oversight or otherwise a meeting to complete the
120	election process will be held as soon as possible. All elections for

121	administrative officers and directors shall be by members present
122	at the elections. No absentee ballots will be allowed.
123	D. Administrative Officers shall be elected from a list
124	of candidates presented by the Nominating Committee; however,
125	additional candidates may be nominated from the floor during the
126	meeting.
127	E. The President upon election to office may not hold
128	the position of operational officer above the rank of Captain.
129	F. Vacancy in an elected Administrative Officer
130	position occurring during term of office shall be filled for the
131	remainder of the term of office in the manner provided for annual
132	elections at the next regular or special meeting.
133	G. The President shall preside at all meetings of the
134	Department and of the Board of Directors, see that order is
135	maintained and decide all points of order that may arise. He shall
136	be a member ex-officio of all committees, except the nominating
137	committee, shall appoint all committee chairpersons, and perform
138	all duties customarily pertaining to the office.
139	H. The First and Second Vice President shall serve as
140	aids to the President and shall perform the duties of the President
141	in the President's absence.
142	I. The Secretary shall keep an accurate record of all
143	meetings of the department and of the Board of Directors and
144	perform such other duties as delegated by the Directors.
145	J. The Fire Treasurer shall be responsible for
146	Washington Island Fire and Rescue Inc. 501 (C) 3 monies. The
147	EMR Treasurer shall be responsible for Washington Island Rescue

Squad Funds. The treasurers shall perform such other financial
duties as may be delegated by Washington Island Fire Department.
Section 2. Directors - Duties of the Board of Directors shall be
as specified in Article V of these By-laws.
Section 3. Operational Officers
A. The Chief of the Department shall be responsible
for the proper coordination of all fire protection activities and
rescue operations, including fire prevention efforts, inspections and
the establishment of training programs, fire ground operation,
maintenance of equipment assignment, discipline of personnel, and
maintenance of public confidence in the Department. The Chief
Officer of the Department shall be elected by the membership at
large during even numbered years. A list of not more than three
(3) candidates shall be submitted to the membership at large by the
nominating committee. However, the selection shall not be limited
to this list.
B. Operational Officers shall be appointed by the
Board of Directors and approved by a majority of the membership.
C. Assistant Chiefs shall act for the Chief of the
Department in the event of the Chief's absence and shall be
responsible for the fire prevention and training operations of the
Department. They shall be appointed by the Board of Directors on
the basis of superior knowledge and ability in all phases of
Department operations.

174	D. Safety officers shall be responsible for safety of all
175	department activities.
176	E. Fire Captains shall be responsible for the fire
177	ground and training operations of their assigned company. EMR
178	Captain shall be responsible for EMR operations and shall assist
179	the Chief in accounting for EMR training and all hours.
180	F. Lieutenants shall assist their company Captains in
181	their duties and act as company officers in the absence of the
182	Captain.
183	G. Engineers shall act as the company officer in the
184	event of the absence of the Captain and Lieutenant.
185	H. Qualifications for operations officers are as
186	follows:
187	Fire Chief - 10 years on department, 5 years as Officer and Fire
188	Fighter I.
189	Assistant Chief – 5 years on department and Fire Fighter I.
190	Safety Officers – 5 years on department and Fire Fighter 1.
191	Fire Captains – 5 years on department or Fire Fighter I.
192	EMR Captain - Current EMR or higher credentials in good
193	standing.
194	Fire Lieutenants -3 years on department or Entry 1 and 2.
195	EMR Lieutenant – current EMR credentials in good standing.
196	Engineers – 3 years on department and superior knowledge of
197	equipment or Driver Operator Qualification.
198	
199	
200	

201 ARTICLE V BOARD OF DIRECTORS DUTIES AND 202 203 RESPONSIBILITIES A. The elected Administrative Officers and Directors 204 at large shall comprise the Board of Directors of the Washington 205 206 Island Fire Department. B. The Board of Directors shall be representative of 207 208 the membership of the Department. It shall provide the policy, internal direction and guide the maintenance of the Department as 209 210 an effective Fire protection organization, including providing emergency services. The Board shall serve as the elected group 211 responsible for policy implementation of the department, in 212 accordance with the laws of the Town of Washington and the By-213 Laws of the Department. It shall be responsible for resolving 214 matters of Department Policy which affect the overall management 215 216 of the Fire Department. Its recommendation must be presented to the membership for acceptance by a majority vote of the active 217 members present at the meeting where the matter is considered and 218 shall be considered final unless rejected. 219 220 C. The Board of Directors shall meet regularly and 221 hold as many meetings as deemed necessary. Meetings of the Board of Directors may be called by the President or two or more 222 members. 223 D. Any member of the Board of Directors not 224 fulfilling his responsibilities as a Board Member, or who misses 225

three (3) consecutive meetings shall be subject to removal from the

Board during his term of office. Action to recommend removal

226

227

from the Board must be passed by a majority vote of the members of the Board of Directors. When recommendation for removal from the Board has been passed, such recommendation must be presented to the department for ratification by a majority of the active members present at the meeting where the matter is considered. Vacancies occurring by resignation from membership or removal from the Board of Directors shall be filled as provided by election procedures, for Administrative Officers, specified in Article IV of these By-Laws.

E. The board of Directors shall keep and record minutes of their meetings and transactions. These minutes shall be read at the next regular meeting of the membership of the Department following the Director's meeting.

F. Members of the Board of Directors shall also act as Chairpersons of standing committees as provided by Article VI of these By-Laws. Such Committees shall meet as often as required to perform assigned duties and shall record minutes of such meetings and report activities conducted at the next meeting of the Board of Directors.

G. In the event the Board of Directors shall not elect to take action on any matter submitted to it by the membership of the Department, the matter, by majority vote of the active membership, may be recalled from the Board for final action on the matter to be taken by the majority of the active membership, provided that the Board has had at least thirty days to act from the date the matter was originally referred to the Board for its consideration.

255	
256	ARTICLE VI
257	SELECTION AND DUTIES OF STANDING COMMITTEES
258	The Chairperson of the Standing Committees shall be
259	appointed by the President of the Board of Directors. Each
260	Director who is a Chairperson of a Standing Committee shall
261	appoint at least two active members of the Department to serve on
262	this Standing Committee.
263	Section 1: Membership Committee
264	It shall be the duty of the Membership Committee to
265	review each candidate for membership in the Department. The
266	Membership Committee shall also review requests for resignations
267	and retirement to substantiate if a member is in a status of good
268	standing when resignation or retirement is accepted. The
269	Committee Chairperson shall make a report on the requests
270	received at the next meeting of the Department after interviews
271	with the applicants have been conducted.
272	Section 2: Grievance Committee
273	It shall be the duty of the Grievance Committee to
274	examine any action for suspension, demotions, or other charges
275	against a member in accordance with Article X of these By-Laws.
276	Section 3: Finance Committee
277	It shall be the duty of the Finance committee to assist
278	the Fire Chief to prepare and submit to the Town Board of the
279	Town of Washington the annual budget request.
280	
281	

282	
283	ARTICLE VII
284	MEMBERSHIP
285	
286	SECTION 1. Applications and Qualifications
287	A. Applicants for membership must be a resident of
288	Door County
289	B. Request for membership should be made to the
290	Chief or the Membership Committee.
291	C. Applicants shall not be less than 18 years of age.
292	Firefighters on probation shall not drive apparatus or enter hot
293	zones.
294	D. All applicants shall submit complete information
295	necessary for a police background check. Any convicted felon
296	may not be a member.
297	E. Each applicant will be interviewed by the
298	Membership Committee for the purpose of determining
299	qualifications of the applicant. At the next regular meeting
300	following the interview, the Membership Committee Chairperson
301	will report the recommendation of the applicant to the Department
302	The recommendation shall be to consider the applicant for active
303	membership or to advise the membership that the applicant is
304	unqualified and request the chief to inform the applicant that the
305	request for membership has been rejected.
306	SECTION 2. Active Membership

307	A. Election to active membership must be favorably
308	passed by a majority of the active members present at the
309	department meeting.
310	B. One year shall expire before person failing to be
311	elected to active membership of the department shall re-apply for
312	active membership.
313	C. Only active members in good standing for the
314	prior calendar year are qualified to receive Service Awards
315	Program benefits.
316	
317	SECTION 3. Members attending full time school off Island shall
318	attend not less than 2 meetings and 2 trainings per year. Student
319	members will be paid at the normal hourly rate.
320	SECTION 4. Associate Member
321	A. Associate membership may be conferred by a
322	majority vote of the active members present at the meeting. Such
323	associate membership may be conferred upon any persons whose
324	special abilities or skills are considered beneficial to the
325	Department, but who is unable to perform the meetings & trainings
326	of an active member
327	B. Recommendations for an associate membership
328	may be made by any active member of the department and will be
329	reviewed by the membership Committee for presentation to the
330	membership at the next regular Department meeting.
331	C. Associate member shall have no vote on matters to
332	come before the Department, but shall have the privilege of the
333	floor. Associate members will be paid at the normal hourly rate.

334	SECTION 5. Life Membership
335	Members of the Department meeting one of the
336	following requirements: 1. completion of twenty years of active
337	membership in the department, or 2. who have been permanently
338	disabled in the line of duty, shall, upon request, be granted Life
339	Membership.
340	ARTICLE VIII
341	DUTIES OF MEMBERS
342	A. All full time members shall participate in the
343	duties of the Department which shall include firefighting, rescue
344	service, training sessions, fund raising projects, and such other
345	duties or work necessary for the maintenance of the Department as
346	an efficient organization. In the absence of specific orders or
347	apparent work to be done, they should report to the officer in
348	charge at the time.
349	B. Every member of the Department shall give strict
350	obedience to the orders of Operational Officers as relates to
351	officers duties outlined by these By-Laws.
352	C. Each member shall attend not less than six Fire or
353	EMR-EMT trainings and a minimum of six other functions, of
354	which a minimum of four shall be regular monthly meetings and
355	two shall be of the member's choice. Examples are work nights,
356	public functions, 4th of July, fundraisers, etc. These requirements
357	must be met to be a member in good standing for the calendar year
358	Members may be excused from these requirements due to
359	conditions of employment or other valid reasons. Requests for
360	excuse from participation requirements shall be submitted to the

361	Membership Committee. The Membership Committee will review
362	the request and make recommendations to the Board of Directors.
363	A majority vote of the Board is required to approve the request.
364	D. Failure to participate in the minimum number of
365	meetings and training sessions unless excused as provided by
366	paragraph C above, shall subject a member to suspension from
367	active membership in the Department.
368	E. Suspension charges shall be filed by the Secretary
369	of the Department with regards to meetings and by the Chief with
370	regards to training.
371	F. No member shall remove from or use property of
372	the Fire Department before first obtaining consent from the Chief
373	or an Assistant Chief.
374	G. No member shall appear on duty or at meetings or
375	training sessions of the Department under the influence of alcohol
376	or drugs or shall use insulting or indecent or improper language or
377	conduct themselves in an unbecoming manner or otherwise bring
378	disgrace or disrepute to the Department without being subject to
379	suspension action as provided by these By-Laws.
380	H. Upon severance of membership, all property of the
381	Fire Department and Town will be immediately delivered to the
382	Chief, administrative assistant or to the chief.
383	
384	
385	
386	
387	

388	ARTICLE IX
389	RIGHT OF MEMBERS
390	SECTION 1. Resignations
391	A. Any member may request to resign from the
392	Department. Request shall be submitted to the Membership
393	Committee or Chief. The Membership Committee shall then
394	determine if the member is in good standing or not and report to
395	the Department. Membership Committee action shall be to make
396	recommendation for status of membership only.
397	B. All acceptance of resignation of a member in good
398	standing must be passed by a majority vote of the active members
399	in attendance at the meeting where the Membership Committee
400	makes its report. Should request for resignation in good standing
401	fail to pass, then such resignation will be accepted as one with
402	membership not in good standing and all entitlements and benefits
403	will be relinquished.
404	SECTION 2. Leave of Absence
405	An active member may be granted one leave of
406	absence not to exceed one year. Request must be made to the
407	Membership Committee or Chief. The Membership Committee
408	will make a recommendation to the Department; a majority vote of
409	active members present at the meeting is required for approval.
410	SECTION 3. Military Leave
411	Members of the Department entering military service
412	shall remain members in good standing. If voluntary military
413	service extends longer than six years the member will be resigned
414	in good standing.

415	
416	ARTICLE X
417	DISCIPLINE
418	
419	SECTION 1. Suspension and termination of membership
420	A. The Chief or Assistant Chief shall have the
421	authority to suspend a member from firefighting, rescue
422	assignments and related duties for a period not to exceed thirty
423	days for disciplinary reasons. These reasons include but are not
424	limited to, conduct unbecoming, creating discontent, abusing
425	equipment, violating bylaws, and failure to follow orders.
426	B. Suspensions must be reported in writing by the
427	suspending officer to the Chairperson of the Grievance Committee
428	and the Board of Directors within twenty four hours.
429	C. Suspended member shall be informed in writing,
430	delivered in person and witnessed by another member or by
431	certified mail of the suspension and the reasons for that
432	suspension. Members may make a written appeal of their
433	suspension within seven days of receipt of the suspension to the
434	Chairperson of the Grievance Committee which will review the
435	appeal within ten days.
436	D. Grievance committee findings will be delivered to
437	the Board of Directors as soon a possible. A majority vote of the
438	Board will confirm or override the suspension. If the suspension is
439	overridden the member will be reinstated to their previous status.
440	E. Any member of the Department may prefer
441	charges against any other member for violation of By-laws or any

442	other conduct considered detrimental to the Department. Such
443	charges shall be made in writing and delivered to the Chair of the
444	Grievance Committee who will provide a copy to the Board of
445	Directors. The charges when filed must outline the full facts and
446	circumstances supporting the charges. A copy will be provided to
447	the accused at least seven days prior to Grievance Committee
448	investigation.
449	F. The Grievance Committee shall review the charges
450	at a hearing open to all members of the Department. The accused
451	and the accuser have the right to bring witnesses. The Grievance
452	Committee will report their findings and recommend appropriate
453	action to the Board for action per paragraph D above.
454	G. If an employee is not satisfied with finding of a
455	grievance, he/she may appeal as authorized by Wis. Stats.
456	66.0509(1m) addressed in Town of Washington Resolution No.
457	2011-10.
458	
459	SECTION 2: Demotions
460	A. Operational officers appointed per these by-
461	laws may be demoted by the Chief with the approval of a majority
462	vote of the Board.
463	
464	ARTICLE XI
465	MEETINGS
466	SECTION 1: Meeting requirements and procedures
467	All meetings will comply with Wisconsin
468	Statutes on Open Meeting laws and be conducted under Roberts

469	Rules of Order. A majority of members present makes decisions
470	on motions brought to vote. Written records of all meetings
471	including attendance shall be retained for permanent record.
472	SECTION 2: Regular meetings
473	Training meetings shall be scheduled on the 2 nd
474	Thursday of each month, regular business & training meetings of
475	the department shall be scheduled on the 3rd Thursday of each
476	month. If meetings conflict with other department needs or
477	holidays, alternate dates will be selected.
478	SECTION 3: Special Meetings
479	The President, Board, or any five members of
480	the department may call a special meeting to consider any subject
481	which must be acted upon before the next scheduled meeting.
482	
483	
484	ARTICLE XII
485	DEPARTMENTAL RECORDS
486	
487	A. Copies of all correspondence including e-
488	mail or other electronic messages, originated by any committee or
489	officer relating to the Department shall be filed with the Secretary
490	of the Department. Committee chairpersons are responsible for
491	providing records to the Secretary if the Secretary is not present at
492	that meeting.
493	B. Legible copies of all records of the
494	Department shall be kept on file at the Fire Station. Requests for
495	records shall be made through the Secretary, Chief, Administrative
496	Assistant to the Chief or President.
497	
498	
499	

500	
501	
502	
503	
504	
505	
506	ARTICLE X111
507	BY-LAW AMENDMENTS AND CHANGES
508	
509	
510	Amendments or changes shall be proposed at a regular
511	meeting where the amendment or change will be referred to a
512	special committee. The Committee shall report at the next regular
513	meeting where the membership may approve the changes with a
514	majority vote.
515	
516	ARTICLE XIV
517	EMERGENCY MEDICAL RESPONDERS (EMR)
518	
519	The Washington Island Fire Department may include as
520	necessary a Company of EMRs. The EMR Company will
521	be under the supervision and direction of the EMR Captain.
522	Duties and responsibilities of the EMR Captain shall include
523	but are not limited to:
524	
525	1. Create and maintain records of State of WI licenses
526	for the EMR Company.
527	2. Schedule meetings training and ongoing education for
528	EMRs to maintain compliance with state
529	requirements.
530	3. Budget for and maintain defibrillators and other
531	medical equipment owned by the town which are not
532	supported by Door County.
533	4. Develop and maintain Standard Operating Guidelines
534	for EMRs (approved by the board of directors) and
535	keep all records as necessary.
536	EMRs Will:
537	
538	1. Obtain and maintain Wisconsin licenses as EMRs.

539	2. Be considered full active members of the Washington
540	Island Fire Department and be paid at the same rate as
541	firemen.
542	3. Be subject to all Fire Department administrative rules
543	and procedures but if not an active firefighter they
544	will be exempt from the normal fire training
545	requirements necessary for active duty as firefighters.
546	
547	
548	ARTICLE XV
549	ADOPTION
550	Amendments and changes to these by-laws shall be effective only
551	after approval by the Town Board of the Town of Washington at a
552	Town Board meeting.
553	1/47
554	Signed Day 4
555	Dated 5/9/2019
556	Kenneth Berggren President Washington Island
557	Volunteer Fire Department
558	•
559	
560	Signed
561	Dated
562	Richard Tobey Chairman Town of Washington
563	•
564	
565	
566 567	
567	